



Job Title: Culinary Artist In Residence

Reports To: Lead Culinary Teacher

Current Date: June 25, 2014

Overtime Status: Non-Exempt

Job Objectives: Assist Lead Culinary teacher in providing a comprehensive curriculum that prepares students for all aspects of operating and managing a food service establishment. Assist Lead Culinary Teacher in supervising and overseeing students in the production of food items for Nathan's Bistro, catering events and daily food sales.

Minimum Qualifications:

- Culinarian Certificate or 3 years' experience of food production in a food service operation.
- Must be certified (or be willing to meet certification requirements) in an approved food class that meets Tulsa City/County Health Department requirements for a Manager's Certification.
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Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Participates in daily and long-range lesson and classroom activity planning.
- Conducts culinary learning exercises with groups of students.
- Assist in maintaining inventory, ordering and inspecting food supplies as determined by lessons, menus and catering events.
- Promotes the overall team effectiveness of the classroom/kitchen by delegating tasks to students and sharing responsibilities with the lead teacher.
- Helps maintain individual records for each student.
- Helps maintain an orderly, safe, and clean lab/kitchen.
- Assists in maintaining and cleaning small and large equipment per cleaning guidelines.
- Works cooperatively with teachers, administrators and principal and assists in task as requested.
- Maintains standards for food quality and food safety.
- Enjoys working with and around high school students.
- Working in a fast paced environment.

- Adapting easily to changing situations and problems

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Work well under pressure.
- Meeting multiple and sometimes competing deadlines.
- Demonstrate cooperative behavior with colleagues, supervisors, and students.

Supervisory Responsibility:

- Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Should be able to tolerate exposure to higher-than-average room temperature and humidity.
- Should be able to tolerate cleaning supplies and odors associated with these cleaning agents.
- Should be able to tolerate noise, movement and a fast-paced environment.
- Should be able to lift, pull, or push up to 10 pounds, frequently up to 25lbs and occasionally 50lbs.
- Should be able to stand and/or walk for long periods of time

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